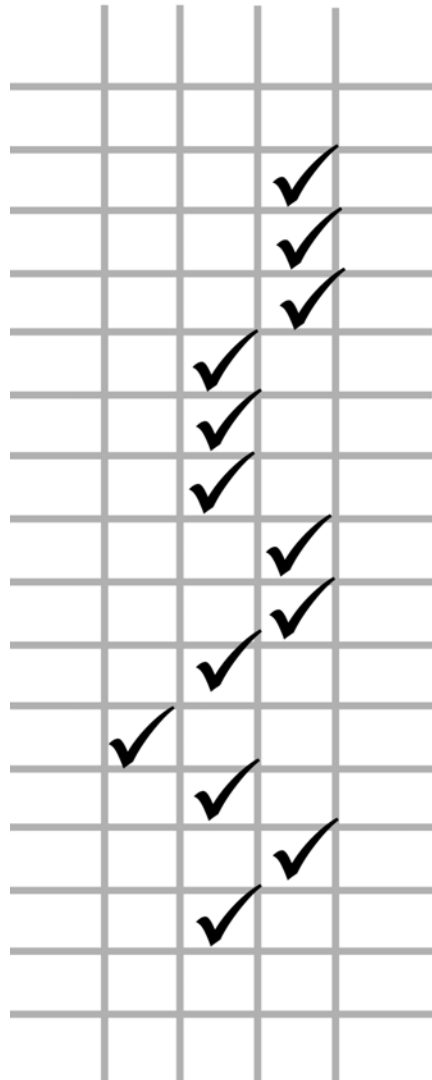


# Build It Right ... It Pays



## *Guidelines for Food Wholesale Establishments*

- Processors
- Packagers
- Salvagers



County of San Bernardino • Human Services System  
Department of Public Health  
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

# Build It Right — It Pays

*Build It Right — It Pays* is the motto for Food Wholesale establishments (FWE) construction as promulgated by the County of San Bernardino Department of Public Health Division of Environmental Health Services (DEHS). For proper construction to take place, there must be a formulation or plan for the development. This plan will take considerable thought and the guidance of many people, agencies, and experts. Among these people are the experienced Environmental Health Specialists of the DEHS who welcome the opportunity to assist you in planning and constructing a business of which you can be proud.

## I. The Importance of Planning

The proper layout of food service establishments is an important element of successful and profitable operation, at the same time helping to meet the goals of serving to the public good, clean, wholesome, disease-free food. This document is designed to help you accomplish these goals. There are four basic objectives in properly designing your establishment:

- A. To insure that all structural and operational requirements of the laws will be met.
- B. To insure that food from the premises will not be contaminated or adulterated by rodents, insects, or filth, and will not cause any esthetics or illness problem.
- C. To insure that arrangement of the facilities and equipment will minimize potential food contamination by employees, while at the same time maximizing ease of operation and usage of the equipment.
- D. To insure easy, effective and efficient cleaning and maintenance of food processing equipment and the premises.

## II. Definitions

- A. *Food Processing Plant* — shall mean any room, building or place or portion thereof, maintained, used or operated for the purpose of commercially storing, packaging, making, cooking, mixing, processing, bottling, canning, packing, slaughtering or otherwise preparing or handling food except restaurants.
- B. *Food* — includes all articles used for food, drink, confectionery, or condiment, whether simple or compound, and all substances and ingredients used in the preparation thereof.
- C. *Equipment* — All plant equipment and utensils should be (1) suitable for their intended use; (2) so designed and of such material and workmanship as to be adequately cleanable, and (3) properly maintained. The design, construction, and use of such equipment and utensils shall preclude the adulteration of food with lubricants, fuel, metal fragments, contaminated water, or any other contaminants. All equipment should be so installed and maintained as to facilitate the cleaning of the equipment and of all adjacent spaces.

- D. *Plans* — Plans for new construction are scaled drawings by an engineer, architect, or registered building designer showing complete details of the building and equipment, water and sewage system, and the site upon which the building rests. For minor alterations, the scaled dimensional drawing may be made by others who can completely and accurately show the work to be done on remodeling, replacing equipment, or reorganizing an existing establishment.
- E. *Regulating Agency* — A regulatory Agency is a governmental subdivision which enforces laws or rules and regulations applicable to your business. Among these are: San Bernardino County Fire, Planning, Building, Air Pollution Control, Environmental Health Services, and Public Health Departments; such State Agencies as the Board of Equalization, Alcoholic Beverage Control, Division of Industrial Safety; and Federal agencies such as the Pure Food and Drug Administration, Occupational Safety and Health Administration, Federal Revenue Service on Alcoholic Beverages. Other agencies could include: State Food and Drug, U.S.D.A., Bureau of Meat Inspections, U.S.D.A. Milk & Dairy Services.

### **III. Steps to Follow for Construction**

To help you eliminate delays and complications with the regulatory agencies, follow these directions:

- A. Obtain site approval from your city or County Planning Department. Plans and supporting data will be required. This applies to all new construction and/or change in type of business.
- B. After site approval is obtained, submit three (3) complete sets of the construction or remodeling plans to the Building and Safety Department having jurisdiction, and after payment of their plan-checking fees, submit the plans to the DEHS, 1647 E. Holt Blvd., Ontario, CA 91764, (909) 458-9673.
- C. After plans are approved by DEHS, they will be taken to the Department of Building and Safety of your community where they will be processed. After the plans are approved by both Departments, a construction permit must be obtained. One approved copy of the plans will be kept for a permanent record by the Department of Building and Safety, one will be returned to you to be kept at the job site, and the remaining copy is kept by the Regional Plan Check Specialist of the DEHS, to be used for inspection purposes for construction and final approval. Any deviation or change from these plans requires resubmission to both the DEHS and Building Department to obtain approval in writing.
- D. Both DEHS and Building Department local representatives should be contacted to make inspections of the various phases of construction. The local DEHS Specialist should be called prior to and after setting of the equipment and again a few days before the scheduled opening date. It is suggested that this final construction inspection be coordinated with the building inspector so that contradictory items may be resolved.

### **IV. Plans**

- A. General Requirements to be shown on the Plans:
  - 1. Name and Address of Owner.
  - 2. Name and address of architect and/or contractor.
  - 3. Address of the property.
  - 4. Plot Plan of the property — include trash storage and refuse container cleaning area and facilities.

B. Structural Requirements:

1. Floor plan drawn to scale or 1/4"=1'-0".
2. Material and finish schedule of floors, walls and ceiling and coving finish.
3. Toilet facilities for the employees.
4. Equipment layout and information on specific items of equipment.
5. Utensil washing sink, hand sink, and mop sink.
6. Equipment construction and installation details, including the hood and kitchen exhaust system.
7. Warehouse area.
8. Employees break and locker area.
9. Light and ventilation for each room.
10. Segregated area for chemical storage.

C. Additional Requirements:

1. The Planning and/or Building and Safety Departments will require additional information, such as structural, plumbing, electrical, mechanical, parking and other details.

**V. Elements of Good Construction**

A. Building requirements in toilet, utensil washing and food processing areas.

1. Floors in all areas where water is used in the operation are to be constructed and of such material as to be water tight, such as quarry or ceramic tile; clean, sealed concrete; tile or similar proven materials.
2. Walls must be constructed of smooth, easily cleanable materials such as ceramic tile; smooth gypsum or cement plaster; plasterboard with a smooth trowled putty coat for Marlite, Bestile, or similar, fire resistant, impervious materials. Use a semi gloss light colored paint where the material requires a finish. Walls in toilet rooms or "wet" locations will require an impervious material or wainscot. Materials such as plasterboard may be used in these areas unless covered.
3. Ceilings may be constructed with the same materials as the walls, but in addition may be constructed of approved acoustical materials. Open beam ceilings may be allowed, provided they are smooth and easily cleanable.

B. Plant Construction and Design: Plant buildings and structures shall be suitable in size, construction, and of a design to facilitate maintenance and sanitary operations for food-processing purposes.

C. Adequate Light: Provide adequate lighting to handwashing areas, dressing and locker rooms, and toilet rooms and to all areas where food or food ingredients are examined, processed, or stored and where equipment and utensils are cleaned. Light bulbs, fixtures, skylights, or other glass suspended over exposed food in any step of preparation shall be of the safety type or otherwise protected to prevent food contamination in case of breakage.

D. Insect and Rodent Control: One of the best ways to control insects or rodents in a food processing plant is simply to construct the building so that they are kept out. This means tight-fitting doors and windows, self-closing doors, screened openable windows, sealed holes where pipes or wires go through walls and the elimination of hiding places around storage areas and equipment. All vent pipes should be screened with 1/4-inch wire mesh. Provide where necessary

effective screening or other protection against birds, animals, and vermin including but not limited to, insects and rodents.

- E. Water and Sewage Systems: The water supply must be from a DEHS approved source and system. The water supply shall be sufficient for the operations intended and shall be derived from an adequate source. Any water that contacts foods or food-contact surfaces shall be safe and of adequate sanitary quality. Running water at a suitable temperature and under pressure as needed shall be provided in all areas where the processing of food, the cleaning of equipment utensils, or containers, or employee sanitary facilities require. Sewage disposal shall be made into an adequate sewerage system or disposed of through other adequate means. Plumbing shall be of adequate size and design and adequately installed and maintained.
- F. Toilet Facilities: Each plant shall provide its employees with adequate toilet and associated handwashing facilities within the plant. Toilet rooms shall be furnished with toilet tissue. The facilities shall be maintained in a sanitary condition and kept in good repair at all times. Doors to toilet rooms shall be self-closing. Where five or more persons of both sexes employed, separate facilities shall be provided for each sex.
- G. Adequate Lockers: For employee personal belonging area to be provided and segregated from food area.
- H. Ventilation: Provide adequate ventilation or control equipment to minimize odors and noxious fumes or vapors (including steam) in areas where they may contaminate food. Such ventilation or control equipment shall not create conditions that may contribute to food contamination by airborne contaminants.
- I. Handwashing Facilities: Adequate and convenient facilities for hand washing and, where appropriate, hand sanitizing shall be provided at each location in the plant where good sanitary practices require employees to wash or sanitize and dry their hands. Such facilities shall be furnished with running water at a suitable temperature for hand washing, effective hand-cleaning and sanitizing preparations, sanitary towel service or suitable drying devices and, where appropriate, easily cleanable waste receptacles.
- J. Sinks: A three compartment sink with double drain boards shall be provided where equipment can be disassembled and cleaned or utensils are required in food production or where reconditioning of salvageable foods occurs.
- K. Floor Sink and Floor Drains: Easily accessible floor sinks should be provided in areas where drainage from equipment will occur. Gutter or trench drains will be required where large amounts of water for food processing or cleanup is necessary.
- L. Trash Storage: Every wholesale establishment shall have a designated area set aside for refuse cans or bins. Use of plastic garbage can liners will facilitate cleanup.

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